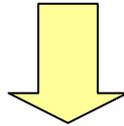


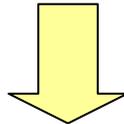
GUARDIANSHIP

5 STEPS:

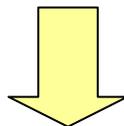
STEP 1. COMPLETING THE PAPERWORK.



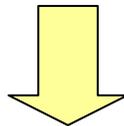
STEP 2. FILING THE FORMS.



STEP 3. SERVING THE DOCUMENTS.



STEP 4. FILING THE PROOF OF SERVICE.



STEP 5. APPEARING IN COURT.

Guardianship (continued)

STEP 1. COMPLETING THE PAPERWORK.

STANDARD FORMS THAT ARE REQUIRED

- Form GC-210 (P), **Petition for Appointment of Guardian of Minor** (4 pages)
- Form GC-210 (CA) **guardianship Petition—Child Information Attachment** (3 pages)
- Form GC-211, **Consent of Guardian, Nomination, and Waiver of Notice** (1 page)
- Form GC-120 **Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)** (2 pages)
- Form GC-248, **Duties of Guardian** (5 pages)
- Form GC-020, **Notice of Hearing, Guardianship or Conservatorship** (2 pages)
- Form GC-212, **Confidential Guardian Screening Form** (2 pages)
- Form GC-250, **Letters of Guardianship** (1 page)
- Local Forms FPR-24, **Probate Court Guardianship Questionnaire** (7 pages plus cover letter)
- Form GC-020 (P), **Proof of Personal Service** (1 page)
(This form is to be completed after the above documents are served on the parents)
- Local Form FPR-26, **Declaration of Due Diligence** (2 pages)
- Form GC-240, **Order Appointing Guardian of Minor** (2 pages)

If Emergency Temporary Guardianship Is Needed

- Form GC-110 (P), **Petition for Appointment of Temporary Guardian or Conservator** (3 pages)
- Form GC-140, **Order Appointing Temporary Guardian or Conservator** (2 pages)
- Form GC-150, **Letters of Temporary Guardianship or Conservatorship** (1 page)

If Eligible for a Fee Waiver:

- Complete Fee Waiver Packet (FW)*

The forms should be typed or completed in **black ink**, neatly and clearly.

Guardianship (continued)

STEP 2. FILING THE FORMS.

MAKE 3 COPIES OF ALL FORMS:

SUBMIT FORMS & FILING FEES TO THE CLERK:

- Submit to the Clerk the original and 3 copies of all forms.
- Submit the \$180 First Filing Fee, unless you qualify for a “fee waiver” (*See Fee Waiver packet.*)
- The Clerk will file-stamp the copies, keep most originals, and return copies to you. (The Clerk keeps an extra copy of certain forms, so sometimes you will get back two copies, sometimes three.)
- The Clerk will enter the court date on the original *Notice of Hearing* and return it to you.

DO THIS WITH THE RETURNED COPIES:

- Keep copies for your files.
- Make enough copies of the *Notice of Hearing* and the *Petition for Appointment of Guardian* for service upon each of the people involved in the case. (*See Step 3 on next page.*)

Guardianship (continued)

STEP 3. SERVING THE DOCUMENTS.

SERVE THE *NOTICE OF HEARING AND PETITION FOR APPOINTMENT OF GUARDIAN* ON ALL PARTIES AS FOLLOWS:

Personal Service:

- Parents (Mother and Father of the child or children)
- The child, if over 12 years of age
- Persons nominated in a will

Note: these documents must be served by someone other than you, who is over 18, and is not a party to the action (e.g., neighbor, process server, sheriff, etc.)

Service by Mail:

- Grandparents on all sides
 - #1 Paternal Grandmother/Grandfather (parents of #1 Father)
 - #2 Paternal Grandmother/Grandfather (parents of #2 Father) if the guardianship involves brothers or sisters with different fathers
 - Maternal Grandmother/Grandfather (parents of Mother)
- Siblings (brothers and sisters of the minor) over 12 years of age

Note 1: If any of the relatives listed above sign a *Consent and Waiver of Notice*, they do not need to be served:

- Form GC-211, **Consent of Guardian, Nomination, and Waiver of Notice** (1 page)

Note 2: Sometimes one of the relatives cannot be identified and/or found. If the proposed guardians have made reasonable effort to find the missing relative(s), they can file a *Declaration of Due Diligence*, asking the court to “dispense with notice.” One form for each missing relative must be completed:

- Local Form FPR-26, **Declaration of Due Diligence** (2 pages)

Guardianship (continued)

STEP 4. FILING THE PROOF OF SERVICE.

HAVE THE SERVER COMPLETE THE PROOF OF SERVICE FORMS:

On the form, list each document that was served (*see Step 3*). The person who serves the documents must complete the *Proofs of Service* forms:

- Form GC-20, **Proof of Service by Mail** (found on page 2 of the *Notice of Hearing* form)
- Form GC-020(P), **Proof of Personal Service** (1 page)

AT LEAST 10 DAYS BEFORE YOUR HEARING:

RETURN THE COMPLETED AND SIGNED FORMS (ORIGINAL AND TWO COPIES EACH) TO THE COURT FOR FILING:

- Form GC-020, **Notice of Hearing** for each person served by mail. You must file the original *Notice of Hearing* with the *Proof of Service by Mail* section on the reverse side completed and signed.
- Form GC-020(P), **Proof of Personal Service** for Mother, Father, child over 12, nominees in a parent's will.
- Form GC 211, **Consent, Nomination and Waiver of Notice** for all persons who signed the *Consent and Waiver of Notice* section.
- Local Form FPR-26, **Declaration of Due Diligence** for each person who could not be served.

Note: You must file one of the above documents for each person who is entitled to receive notice.

STEP 5. APPEARING IN COURT.

The Guardianship hearings are held in Department 98-A, located in the Juvenile Dependency Court located at 1255 Fulton Mall, Fresno, California.

